

# **Assurance Statement Form**

**2004-2005**

## **Limited Disclosure of Names and Meal Eligibility Status for Authorized Reporting Purposes**

\_\_\_\_\_  
School Food Authority

\_\_\_\_\_  
Date

**Complete one form for each program unless the same individual is responsible for more than one program.**

Information regarding eligibility for Free and Reduced Price Meals will be released to the program administrator or the authorized designee for the program identified below.

- ☐ Carl D. Perkins Vocational and Technical Education Act of 1998
- ☐ Title 1 of the Elementary and Secondary Education Act as reauthorized by the No Child Left Behind Act (NCLB)
- ☐ National Assessment of Educational Progress Report (NAEP)

The procedures to be implemented for release of free and reduced price meal eligibility information.

Place a check mark in front of the procedure implemented.

- \_\_\_\_\_ A. Tests will be administered to students and then forwarded to the School Food Authority Administrator responsible for determining free and reduced price meal eligibility. The eligibility status of each student will be coded on the test and the test will be returned to the administrator(s) named above.
- \_\_\_\_\_ B. A copy of the list of students eligible for free and reduced price meals will be provided to the administrator(s) named above or their authorized designee named above. Tests will be coded after they have been administered. The list will be returned to the School Food Authority Administrator upon completion of the coding. Any information retained in another form will be kept in confidence and at the appropriate time, be disposed of in such a way as to maintain the confidentiality.
- \_\_\_\_\_ C. Other—approval required from the Iowa Department of Education, Bureau of Food and Nutrition.

## ASSURANCE STATEMENTS AND REQUIRED SIGNATURES

### My signature indicates I understand:

1. The individual free and reduced price meal eligibility information is being released for district-wide assessment for Title I requirements, **OR** NAEP assessment purposes, **OR** Carl D. Perkins Vocational and Technical Education Act of 1998, **OR** NCLB.
2. It is my responsibility to protect the confidentiality of this information. If the name and eligibility status must be shared with others directly related to administering the program and others directly involved to with preparing reports for the Iowa Department of Education, I will share with them in writing the authorized use and associated penalties.
3. Further use or disclosure to other parties is prohibited and that a violation may result in a federal penalty.

### FEDERAL PENALTY

WARNING: The National School Lunch Act (NSLA) mandates a fine of not more than \$1,000 or imprisonment of not more than 1 year, or both to a person authorized to receive the eligibility information who publishes, divulges, discloses or uses or makes known the information in any manner or to any extent not authorized by federal law. This includes the disclosure of eligibility information by one entity authorized under the NSLA to receive the information to any other entity, even if that entity would otherwise be authorized to receive the information directly from the determining agency.

\_\_\_\_\_  
Signature of Program Administrator/  
Authorized Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Free and Reduced Price  
Determining Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Food  
Authority Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

**Do not send into the Bureau of Food and Nutrition. Please file a copy with the District's Free and Reduced Price Meal Applications and with the appropriate Program Administrator.**